

## **Buy Indiana Information Question and Answers**

- Q1) We have vendors we use that are for very small purchases, do they need to be registered in the bidder database?
- A1) Yes, all vendors need to be registered in the bidder database. The size of purchases does not matter.
- Q2) When it comes to the Agency Head approval for out of state purchases, can there be a designee?
- A2) At this time the Agency Head needs to approve all out of state purchases. Currently this is in the form of a letter on the agency's letter head from the Agency Head.
- Q3) Can the agency obtain a copy of the report being supplied to Governor Daniels by IDOA, on the agency's progress towards Buy Indiana goals?
- A3) At this time the reports are being given to the Governor and then the Governor is giving this information to the Agency Heads. We advise you to request this information from within your agency's chain of command. We will be looking into what other avenues this information can be presented to the agencies. We will be letting the agencies know of any changes to what is currently happening.
- Q4) If a purchase is over the agency's delegation who will obtain the approval letter for an out of state purchase?
- A4) If it is being sent to IDOA for approval the agency will need to supply the letter with the Streamline package. If IDOA is acting as the buyer for the agency, the buyer will work with the agency to obtain the necessary documentation. Out of state QPA purchases are being coordinated with GMIS to not be routed for out of state approval.
- Q5) Will the agencies be held accountable for out of state purchases not within the agencies control (i.e. QPAs)? Will those purchases be separated from the reports?
- A5) The out of state QPAs will be removed from all of the reports and processes.
- Q6) What points is Buy Indiana applied?
- A6) It is applied to all expenditures under points 3, 4, and 5.
- Q7) Can the out of state approval stay approved even when there are changes being made to the POs?

- A7) No, any changes will need to have out of state approval. We recommend that in the header comments you note the reason for the change so that the approver can review and approve if appropriate.
- Q8) If changes are made to the POs is another letter from the Agency Head needed?
- A8) Yes, a new letter from the Agency Head will be needed to clear the out of state approval needed. We are working towards this being only the case if the change to the PO is for a dollar amount change.
- Q9) If you have to get an amendment to a personal services contract will you need approval from your Agency Head again if it was approved in the beginning?
- A9) Any changes will need to be approved in a new letter from the Agency Head.
- Q10) Can the boilerplates for the purchasing packages be in any other form other than PDF?
- A10) The boilerplates are in a fillable PDF format. This format will allow agencies to complete the forms but not manipulate the documents. Procurement is working on making the form more user friendly.
- Q11) When we obtain bid packages back from bidders for a solicitation and they have claimed the Indiana Business preference what are we (the buyers) to do?
- A11) If a bidder claims the Indiana Business preference you are to verify the validity of the claim before the time of award. To verify any of the five items from the Indiana Business preference claim you will need to see Attachment P in the **new** Streamline manual. The Streamline manual is at [http://www.in.gov/idoa/proc/streamlining/streamlining\\_manual.pdf](http://www.in.gov/idoa/proc/streamlining/streamlining_manual.pdf)